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COMPLIANCE ENFORCEMENT DIVISION

Announces a Recruitment for the Unclassified Position of
Deputy Administrator, Compliance Enforcement Division

RECRUITMENT OPEN TO: This is an open competitive recruitment, open to all qualified applicants. This is a full-time unclassified position that is appointed by and serves at the pleasure of the Administrator of the Compliance Enforcement Division (CED) for the Nevada Department of Motor Vehicles (NV DMV).

DUTY LOCATION/TRAVEL: Southern Nevada: 8250 West Flamingo Road, Las Vegas, NV. Occasional In-State and Out-of-State travel required.

APPROXIMATE ANNUAL SALARY: \$100,858.00 plus benefits*. Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health benefits available to all employees may be accessed at <https://pebp.state.nv.us>. Other employee paid benefits such as deferred compensation plans are available.

POSITION RESPONSIBILITIES: Under general direction of the CED Administrator, the Deputy Administrator of the Compliance Enforcement Division is responsible for all law enforcement related activities, including investigative and compliance programs, both criminal and administrative, within the statewide jurisdiction of the Department of Motor Vehicles.

JOB DESCRIPTION: Coordinates and directs statewide compliance/enforcement activities for the Department of Motor Vehicles based on agency goals and objectives; works jointly with public officials, local law enforcement and the community in maintaining a comprehensive compliance/enforcement program; provides support to allied agencies; directs specialized investigations involving activities of businesses, their owners and/or employees; monitors fraudulent activity within the Department programs for major violations or misconduct; assist with preparing the division's biennial budget by ensuring all investigative, enforcement and licensing activities, as well as emissions program responsibilities statewide are adequately funded and properly justified through research and documentation; assist with establishing CED goals and priorities and implements plans and strategies for their achievement.

The ideal candidate will possess extensive knowledge of leadership principals, having demonstrated their application in previous positions; a zest for effecting change and developing a forward looking workforce; the ability to evaluate situations and design creative and comprehensive solutions; the drive to establish and achieve goals and objectives in an expedient manner; and the ability to motivate and empower staff to be leaders and driven to make a positive difference in the lives of Nevada's residents.

Persons offered employment in this position must submit to a pre-employment fingerprint criminal history check, a background investigation, polygraph and a pre-employment screening for controlled substances.

This appointment is contingent upon confirmation of Nevada P.O.S.T. certification, or eligibility for certification at a minimum of Level II.

TO QUALIFY: Bachelor's degree from an accredited university or college with major coursework in criminal justice, psychology, business administration or a closely related field **and ten (10) years of investigative and/or law enforcement experience** where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of local, state or federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution.

Five (5) years of progressively responsible **management or executive experience**, which included program development, fiscal analysis, budget preparation, research and development of policies and procedures and utilization or written and oral communication skills. An equivalent combination of education and experience may be considered.

APPLICATION:

Please submit a detailed resume that includes a description of your experience with the following:

- Program development and oversight;
- Leadership and management experience which includes team building and problem solving;
- Fiscal analysis and budget development;
- Legislative and regulatory experience;
- Written and oral communication skills, including report preparation and oral presentations; AND
- Investigative and law enforcement experience and techniques.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied

SUBMIT COVER LETTER AND RESUME /DIRECT INQUIRIES TO:

Recruitment-Deputy Administrator
Compliance Enforcement Division
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